

**Members Present:**

Lung Chiu (*Chairman*)  
Jim Rockett (*Vice Chair*)  
Cindy Corum (*Committee Member*)  
Nancy Handweg (*Committee Member*)  
Marge Herzog (*Committee Member*)

**Members Absent:**

None

**Others Attending:**

Councilman Ryan Liang (*Town Councilman - FAAC Liaison*)  
Frank Spence, Town Manager  
Members of the Public

1. **Opening:** Town Manager Frank Spence called the meeting to order at 6:04 pm
2. **Roll Call** was taken and all members were present but Vice Chair Jim Rockett
3. **Approval of Agenda** – Motion made by Committee Member Marge Herzog and seconded by Committee Member Cindy Corum. Motion carried 5-0.

**4. Review and Ranking of Auditor Proposals**

Committee Member Nancy Handweg asked for clarification on the term CAFR. Chairman Lung Chui explained it was the 'Comprehensive Annual Financial Report' and explained the purpose of it. Town Manager, Mr. Frank Spence commented that under state law, cost must not be the deciding factor in choosing an auditor. He recommended the Committee focus on qualifications and experience first and foremost.

(Vice Chair Jim Rockett arrived at 6:15pm)

Discussion ensued as to other credentials considered important (office location, staff size, government experience, longevity of firm, etc). An informal opinion poll was taken and all members were in agreement that Grau & Associates and Nolen, Holt & Miner were the two top choices. It was noted that the firm of Grau & Associates were the current auditors for the Loxahatchee Groves Water Control District. Discussion followed on each of the four auditing firms which submitted proposals. A second opinion poll was taken and each Committee member expressed a clear first place ranking for Nolen, Holt & Miner. Mrs. Marge Herzog made a motion that the Committee recommend Nolen, Holt & Miner as the first ranked firm; with Grau & Associates as the second ranked. Vice Chair Jim Rockett recommended that the motion be modified to make only a singular recommendation to Council as the decision was so strongly unanimous. Mrs. Herzog accepted Mr. Rockett's revision and the motion to recommend Nowlen, Holt & Miner for Town auditing services was seconded by Ms. Corum. Motion carried by voice vote 5-0.

## **5. Approval of 10-28-09 FAAC Meeting Minutes**

Chairman Chiu commented that the meeting minutes prepared by Committee member Corum were much too long and did not need to be verbatim. Ms. Corum agreed and said she would prepare future meeting minutes in a shorter outline form. *(As this segment of the meeting audio is missing, it is difficult to remember who motioned to approve the minutes and who seconded the motion. So these minutes will be brought back at the January 13, 2010 meeting for re-approval)*

## **6. September 2009 Financials:**

Committee Chairman recommended tabling this item until next meeting as the September financials were not received until just hours before the meeting.

## **7. Review of revised Code Enforcement Proposal (RFP 2009-0006):**

Ms. Cindy & Doreen presented a draft of revisions and edits they had been working on jointly via email. The Committee went over the revised draft page by page. Discussions centered around the varying factors which influence how much code enforcement will be needed, (no anonymous complaints, moratorium etc) details and structure of the contract; insurance and liability requirements for the applicants, etc. A motion was made by Mrs. Herzog, to submit the revised RFP to Council as amended, with insurance requirements to be decided later. Motion was seconded by Committee Member, Nancy Handweg. Motion carried 5-0.

## **8. New Business**

Chairman Chui brought up the Town Management transition. He said he would like to see a timeline for the transfer of Town records, changing of all security and access codes for the computer system, changing of office door locks, etc. Elise Ryan commented that this was not an issue of trust, but standard accepted procedure in the corporate world when management changes hands. Town Manager, Frank Spence explained that the office was still in a transitional period with previous Town Staff helping out in areas of transition and also with training the new Staff. He said he expected the process to be completed before the end of the year and he fully intended to take all the necessary precautions. He also mentioned the plan was to move the Town Office to the suite across the hall in early December and the locks and alarm system would be changed at that time. A discussion ensued about the timing of the agenda packets. Vice Chairman Rockett requested the FAAC Committee agenda packets be available online a week before meetings so the members had adequate time to review the back-up material. Ms. Corum commented that when this was brought up at a previous meeting she thought it was a great idea. But now that she has started helping out at the Town Office, she had a different perspective on it. She said the agenda packets with back-up material are complicated and very time consuming to put together and there were several to compose each month. (Two Council meeting agendas, IGC agenda and often more than one FAAC agenda per month) so this was easier said than done. Mr. Spence commented that the Town Council members receive their agenda packets on Friday, four days before their Tuesday meetings and that there are always last minute additions to the agenda. He said he would strive to get the FAAC agenda packets out no later than Friday for FAAC meetings the following week, which are generally scheduled for later days in the week than the Tuesday Council meetings. Vice Chair Rockett asked that the agenda and back-up material be sent as early as possible for review and that any last minute additions simply be disallowed, apart from the Chairman wanting to make an exception. Mr. Spence reiterated he would try to get the agenda packets out as early as possible. Ms. Corum recommended holding the FAAC meetings on a week between the Council meetings as opposed to the same week, to alleviate the burden on Town Staff.

## **9. Setting of Next Meeting date and Time**

After much discussion, it was decided not to set a meeting date for December, but to leave this item open at this time. There was consensus the Committee may not need to meet again until January.

#### 10. Committee and Public Comments

Chairman Lung Chiu raised the issue of Committee Member Cindy Corum helping out at the Town Office while sitting on the FAAC Committee. He said the FAAC should be as independent as possible and that the members should not have any relationship with the governing body or Town Staff. He felt this may be a conflict of interest. Ms. Corum said she had thought about this herself and although she did not have any bad intentions, she agreed with the Chairman it was a very valid point. She said her position was temporary at this time and she was answering phones and not handling finances. Mr. Spence said he had checked with the Town's attorney, and that it was the attorney's opinion that it was not a conflict yet at this time. Mr. Spence said 'At this point Cindy is simply filling in doing clerical work and administrative work, but nothing to do with policy-making or financials.' Chairman Chiu suggested a compromise might be having Ms. Corum become a non-voting member for the time being. Mr. Spence said 'We will have it resolved before the next meeting.'

Committee Member, Cindy Corum thanked resident Doreen Baxter for all her hard work helping to edit the Code Enforcement RFP.

A motion to adjourn was made by Chairman Chiu and the meeting ended at 8:30pm.

ATTEST:

  
Cindy Lou Corum, Asst. Town Clerk

  
Lung Chiu, Chairman, FAAC

1-13-10  
Date Approved